Computer Skills Training – Online Resources

Computer skills have become essential whether you are applying for a new job or keeping up with your present work. Here are some resources you can use to learn about computers and the various skills needed. This is by no means an exhaustive list, so for further information try a search engine or use **Librarian's Index to the Internet** at http://lii.org with the search terms: computer skills.

Computer Basics

- **Computer Basics**
http://rc.dimes.org/alternet/main/com-bas/com-bas.htm

This tutorial will introduce you to the different parts of the computer.

- **Introduction to Computers**
http://www.fayette.k12.il.us/99/Intro2Comp/introduction_to_computers.html

This tutorial presumes that you have little or no computer experience. It covers topics such as: the parts of a computer, computer terminology, disk drives, using the mouse, purchasing a computer, and the care and feeding of your computer.

- **Introduction To Computers**
http://www.functionx.com/windows/Lesson01.htm

This site teaches an overview of computers including information about the central processing unit, the monitor, mouse, types of computers and the desktop.

- **Jan's Illustrated Computer Literacy 101: Computer Basics**
http://www.jegsworks.com/Lessons/
http://www.jegsworks.com/Lessons-sp/index.html (Spanish/Espanol)

An illustrated tutorial covering: computer basics, Microsoft Windows, word processing, spreadsheets, Internet, presentations and databases.

Computer Mouse / Keyboard

- **Advanced Mousing**

http://getit.rutgers.edu/tutorials/mousing/

How to use a computer mouse beyond the basics from a program at Rutgers called GetIT: Gaining Experience Teaching with Instructional Technology.

- **Keyboard Tutorial**

http://www.ckls.org/~crippel/computerlab/tutorials/keyboard/page1.html

This keyboard tutorial, from the folks who brought you Mouserobics, is an interactive keyboard that allows you to click on specific keys to learn more about them.

- **Mouse Exercises**

http://www.seniornet.org/howto/mouseexercises/mousepractice.html

If you are new to using a mouse, it may take a little practice to get the hang of it. Here are some simple exercises to help you get acquainted.

- **Mouse Practice-Learn how to use the mouse**

http://www.lawrencegoetz.com/programs/mousepractice

This site features good illustrations and hands-on practice in clicking and moving.

- **Mouserobics**

http://www.ckls.org/~crippel/computerlab/tutorials/mouse/page1.html

Covers mouse movements, clicking, radio buttons, checkboxes, drop-down menus, scrolling, scroll-bar menus, pop-up windows, forms (including email), and even copying and pasting text. It is also available in Spanish.

- **Mousing Around**

http://www.pbclibrary.org/mousing/intro.htm

Become proficient at using a mouse through this tutorial from Palm Beach County Library System, it includes exercises and practice games.

- **Peter's Online Typing course**

http://www.typing-lessons.org

Here you'll find a set of free online typing lessons and typing exercises for beginning typists.

Microsoft Office Product Tutorials

- **Getting Started With Excel : a Self-Paced Overview**

http://www.studyfinance.com/lessons/excel/index.mv

The tutorial is divided into eight sections and is rounded out by several problem assignments that will make sure students have mastered some of the basic features of Excel spreadsheet application.

- **Introduction To Windows**
http://www.camden.lib.nj.us/tutorials/windows/default.htm

General Windows training is covered here, along with understanding folders, and keyboard shortcuts.

- **Learnthat.com: Free Basic Windows Tutorials**
http://www.learnthat.com/courses/computer/windows/index.html

This series of free courses is designed to help you learn the basic commands and elements of Microsoft Windows; teaching those aspects that are common throughout all versions.

Basic Internet Tutorials

- **Internet Basics -- Internet Learning Tutor**
http://www.superpages.com/verizon_ilt/lessons/lesson101.html

Tutorial that thoroughly covers Internet basics, including the Internet's background, getting started using the browser, how to find things, email, security and how to access the internet.

Searching the Internet

- **Finding Information on the Internet : A Tutorial**
http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/FindInfo.html

Tutorial, online documents and glossary on finding information on the internet, covering search engines, boolean searching and evaluating web information.

Other Internet Skills

- **CommonCraft : Explanations in Plain English Free Video Series**
http://www.commoncraft.com/

Short, unique, and understandable videos covering blogs, RSS, wikis, photo sharing, podcasting, social networking, twitter, and more.

- **Internet Learning Tutor**
http://www.superpages.com/verizon_ilt/

Series of tutorials that begin with a basic tutorial moving on to more advanced content on Multimedia, Online Shopping; and Web Marketing of your own website.

Online Computer Tutorials and Class Materials

- **Electronic Services Computer Training**
http://www.akronlibrary.org/training/handouts.html

Akron-Summit County Public Library provides printable handouts on computer basics, Microsoft applications, Internet e-mail and other topics.

- **GCF LearnFree.org**
http://www.gcflearnfree.org

These are self-paced online classes for many computer and life skills. If you register, then your progress will be kept.

- **Learning and Technology Services Online**
http://www.uwec.edu/help/

This University of Wisconsin-Eau Claire site offers guides to a variety of software and computer applications including Microsoft Office.

First Stop During Hard Times
Mountain View Public Library